

6 DEC 1974

MEMORANDUM FOR: Deputy to the DCI for the Intelligence  
Community

THROUGH : Deputy Director for Administration *[Signature]*

FROM : Director of Personnel

SUBJECT : Honor and Merit Awards for Intelligence  
Community Staff Members

1. Your memorandum to me dated 2 December 1974, same subject, presumably responded to our memorandum of 16 October 1974 to the Director.

2. I fully support your position that a Community Awards Program should be developed, that it should not be the task of a single agency, and that it should not be handled through the CIA Honor and Merit Awards mechanism.

3. My office will be pleased to assist as you might desire in the development of a suitable system to meet this need.

*[Signature]*  
Director of Personnel

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DCI/IC 74-2393

2 DEC 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Honor and Merit Awards for Intelligence  
Community Staff Members

1. Reference is your memorandum of 17 October on "Honor and Merit Awards" which requested my comments on a proposal for honor and merit awards for personnel in the Intelligence Community performing duties related to the national intelligence effort.

2. I recognize that the CIA awards mechanism provides for this need, through interpretation, but it has been used thus far very sparingly and only for high-level personnel.

3. There is need for a Community awards program to be operated under the authority of the DCI as the Community leader. Such a program should be structured as a supplement to the present military awards system and other established Government award systems such as those of CIA. The definitions for eligibility and consideration should be such that candidates generally fall outside the criteria for awards from other established systems, or for performance which is so exemplary that recognition from more than one source is in order.

4. Such a Community awards program should not, however, be the task of a single agency. It should not be handled through the CIA Honor and Merit Awards system. Instead, it should be an Intelligence Community Staff design and function. The CIA and other agencies should be asked to assist in the design and designation of the Honor and Merit awards, but the review of candidates and preparation of recommendations to the DCI should, in my view, be one of my functions. The review of the recommendations should be accomplished by a Review Board with members selected Community-wide.

5. Your participation in getting such a system under way is requested. I have asked my Associate Deputy, Dr. Clarke, to meet with you and discuss arrangements by which a system of Intelligence Community awards can best be brought into being.



/ Samuel V. Wilson  
Lieutenant General, USA  
D/DCI/IC

STAT

MEMORANDUM FOR: Deputy to the DCI for the Intelligence  
Community

THROUGH : Deputy Director for Administration

FROM : Director of Personnel

SUBJECT : Honor and Merit Awards for Intelligence  
Community Staff Members

1. Your memorandum to me dated 2 December 1974, same subject, presumably responded to our memorandum of 16 October 1974 to the Director.

2. I fully support your position that a Community Awards Program should be developed, that it should not be the task of a single agency, and that it should not be handled through the CIA Honor and Merit Awards mechanism.

3. My office will be pleased to assist as you might desire in the development of a suitable system to meet this need.

15)  
F. W. M. Janney  
Director of Personnel

Distribution:

Orig & 1 - Addressee

1 - ER

2 - DD/A

1 - D/Pers

2 - DD/Pers/SP (1 w/held)

DD/Pers, : gec (5 Dec 74)

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Approved For Release 2004/05/05 : CIA-RDP80M01133A000700040014-3

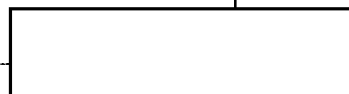
# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&S				
7	DDO				
8	D/DCI/IC	✓			
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19					
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22					
SUSPENSE		Date			

Remarks:

*For info and any comment  
to DCI.*



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UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Deputy Director for Administration 7 D 18, Headquarters	17 OCT 1974	B		
2					
3					
4	Director of Central Intelligence 7 E 12, Headquarters				
5					
6	Director of Personnel 5 E 58, Headquarters				
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
<b>Remarks:</b>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Director of Personnel					16 OCT 1974
Approved For Release 2004/05/05 : CIA-RDP80M01133A000700040014-3					
UNCLASSIFIED		CONFIDENTIAL		SECRET	

16 OCT 1974

Executive Registry

94-6653

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director for Administration  
FROM : Director of Personnel  
SUBJECT : Honor and Merit Awards

17 OCT 1974

1. Action Requested: That you approve a specific honor and merit awards program for employees in the Intelligence Community who are performing duties related to the national intelligence effort.

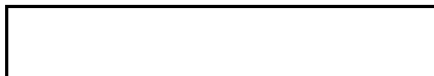
2. Basic Data or Background: At present, only Agency employees and other persons officially affiliated with the Agency are eligible to participate in our Honor and Merit Awards Program. We have, however, interpreted this in the past as providing sufficient latitude to allow non-Agency individuals to receive Agency awards, such as Dr. Louis Tordella, former Deputy Director, National Security Agency; Directors of NSA; Mr. Andrew Ruddock, former Director, Bureau of Retirement, Insurance and Occupational Health; and others, including non-Federal employees.

3. Staff Position: It appears appropriate at this time to develop a suitable means whereby individuals in the Intelligence Community who have made truly meaningful contributions to the national effort can receive recognition. We do not believe, however, that the current Agency Honor and Merit Awards Program should be expanded to accommodate this requirement. To do so could well require a restructuring of our existing program. In addition, we believe that contributions to CIA should be recognized by CIA awards and contributions to the national intelligence effort by non-Agency employees should be recognized by a different award. It is therefore our opinion that a new medal and a new certificate should be developed for this specific purpose with eligibility standards sufficiently stringent to assure such awards retain a meaningful value. In addition, we specifically suggest that recommendations

- 2 -

be referred first to the Intelligence Community Staff for comment and then to the Honor and Merit Awards Board for review and recommendation to the Director. As a part of this processing we will ensure recommendations are reviewed by the Office of Security and Cover and Commercial Staff.

4. Recommendation: That you authorize our pursuing the development of a new awards program for non-Agency employees in the Intelligence Community who would be eligible.

  
F. W. M. Jamney  
Director of Personnel

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APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Date

DISAPPROVED: \_\_\_\_\_

Distribution:

- 0 - Return to D/Pers
- 1 - DCI
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IC-74-0880  
29 October 1974

MEMORANDUM FOR:



STAT

SUBJECT : Intelligence Community Honor and Merit  
Award Program

1. On the surface I see no objection to and some validity in the creation of an awards program for employees of the intelligence community. I believe that the CIA awards mechanism does provide, through interpretation, for this need, but its very sparing and high level use outside the Agency presents difficulties in accomplishing the desired purpose of broader application.

2. Obviously there is merit to a community awards program to be operated under the authority of the DCI as community leader. Such a program should be structured as a supplement to the Service and Defense military awards systems (CIA, DIA, NSA, etc.) and any other established Government award system (Civil Service, etc.). The definitions for eligibility and consideration should be such that candidates generally fall outside the criteria for awards from the other established systems, or where performance is so exemplary that recognition from more than one source is in order.

3. To accomplish the structure and definitions for such a system, in addition to operating the system on behalf of the DCI (as community leader), requires a broad community view and should not be the task of one agency. In other words, if it is to be done, it should be an IC Staff design and function -- not by CIA. CIA or others could be asked to assist in the design, but the review of candidates and recommendations to the DCI should be a function of the IC Staff or of a Review Board with community-wide participation. There specifically is no need (and it would be an error) to process such recommendations through the CIA Honor and Merit Awards Board.



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AC/CPAD/IC

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CPAD/IC [redacted] jh (29 Oct 74)

Distribution:

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- 1 - [redacted]
- 1 - EO/IC
- 1 - IC Reg
- 1 - CPAD Chrono
- 1 - DMS

*Rec'd 10/24 CPAD*

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23 October 1974

NOTE FOR: DC/CPAD/ICS

Mac:

We have been asked by the O-DCI to comment on a proposal by the CIA's Director of Personnel to establish an Honor and Merit Awards Program for non-CIA Intelligence Community people. In general, ICS has been in favor of such a proposal, but we are now at the point where we need to consider the procedures involved. Please note that the proposal calls for IC Staff reviewing recommended awards first before submitting to the CIA Honor and Awards Board.

John Clarke has asked that you comment on this proposal and that you feed any comments you have to , who is collecting them.

Thank you.

Executive Officer, ICS

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22 October 1974

NOTE FOR: JMC [For Comment]

John:

Here is the proposal from Fred Janney on Honor and Merit Awards for non-Agency people. We have been asked by Ben Evans to comment.

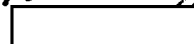
I believe you are in favor of the general proposal, but we are now at the point where we need to think of the procedures involved. Please note that Janney is proposing that recommendations for Community awards be referred to ICS first for comment. We need to determine who within the Staff will do this and how it will be accomplished.

If you agree, I will give this to Jack Thomas for comment.



Executive Officer, ICS

*John F. Jones*



*John F. Jones*

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ILLEGIB

23 October 1974

NOTE FOR: PD/D/DCI/IC (Plans)

Jack:

We have been asked by the O-DCI to comment on a proposal by the CIA's Director of Personnel to establish an Honor and Merit Awards Program for non-CIA Intelligence Community people. In general, ICS has been in favor of such a proposal, but we are now at the point where we need to consider the procedures involved. Please note that the proposal calls for IC Staff reviewing recommended awards first before submitting to the CIA Honor and Awards Board.

John Clarke has asked that you comment on this proposal and that you feed any comments you have to Jack Thomas, who is collecting them.

Thank you.



Executive Officer, ICS

*discussed & provided  
no comments.*

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# INTELLIGENCE COMMUNITY STAFF SUMMARY

INTERNAL COORDINATION			Action Officer: Title and Signature	
Officer	Action	Initials		
	Coordination		USAF /CS/ICS	STAT
Mr. Janney, OF	Coordination	see at		
Gen. Wilson	Signature			
			Phone Number	STAT
			<b>Subject:</b> Intelligence Community Medals and Awards	

## Summary

Background: On 16 October 1974, the CIA Director of Personnel proposed to the DCI that he approve, "a specific honor and merit awards program for employees in the Intelligence Community, who are performing duties related to the national intelligence effort."

On 2 December 1974, the D/DCI/IC memorandum to the Director of Personnel supported this idea, but proposed the program be a Community effort and not be handled within the CIA Honor and Merit Awards system.

On 6 December 1974, the CIA Director of Personnel concurred in the IC position and offered the assistance of his office.

On 21 February 1975, the CIA Director of Personnel commented on the draft DCID. He agreed with the proposed DCID as outlined and recommended two medals and a certificate rather than the five proposed.

Discussion: The CS has drafted a proposed DCID 1/18 which would establish an Intelligence Community medal and award system. The draft DCID incorporates the CIA Director of Personnel's recommendations of 21 February 1975; and those of the D/DCI/IC to include "National" vice "Intelligence Community" for all the awards used. Additionally, CS has prepared a proposed DCI memorandum to the USIB Principals requesting their comments and/or coordination.

Pending D/DCI/IC approval of this redrafted DCID, no attempt has been made to obtain additional coordination from the CIA Director of Personnel or any other office.

Recommendation: That, if the redrafted DCID is satisfactory to the D/DCI/IC, the proposed DCID and DCI memorandum be submitted to the DCI.

**SECRET**

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
Honor and Merit Awards for Service to the Intelligence Community				
FROM:		EXTENSION	NO.	
Director of Personnel 5 E 58, Headquarters		<input type="checkbox"/>	DATE 21 FEB 1975	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1. Deputy Director for Administration 7 D 26, Headquarters		2/21	2/26	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
2.				
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4. D/DCI/IC 7 D 59, Headquarters				
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MEMORANDUM FOR: USIB Principals

SUBJECT : Proposed DCID 1/18 on Awards for  
Intelligence Community Service

1. Attached for your comments and/or coordination is a draft of a proposed new DCID 1/18, "Recognition of Exceptional Service to the U.S. Intelligence Community."

2. This DCID would establish three separate awards to be made by the Director of Central Intelligence on the recommendation of the USIB for performance of duty which is considered to warrant recognition by the Community rather than by the parent organization of the person for whom the award is proposed.

3. Awards of this nature would be particularly appropriate for outstanding service performed by:

a. Intelligence personnel who, in the course of their activities within their individual organization, perform services considered to warrant recognition by the entire Community.

b. Chairmen and staff members of USIB Committees.

c. Members of the National Intelligence Officer structure.

d. Members of the Intelligence Community Staff.

4. You will note that the proposed awards for Community service do not include three types of medals or awards on the grounds that these are adequately covered by existing regulations within the individual departments and agencies:

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DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/18

RECOGNITION OF EXCEPTIONAL SERVICE TO THE  
U.S. INTELLIGENCE COMMUNITY

1. Provision for honor and merit awards for exceptional service to the U.S. Intelligence Community is hereby established pursuant to the responsibilities assigned to the Director of Central Intelligence in NSCID No. 1 and to Public Law 83-763 which provides that the heads of departments and agencies may confer honor or monetary awards on those whose superior accomplishments or other personal efforts contribute to the efficiency, economy or other improvements of Government operations or who perform special acts or services in the public interest.

2. INTELLIGENCE COMMUNITY MEDALS AND AWARDS

Intelligence Community honor and merit awards to be conferred by the Director of Central Intelligence upon the recommendation of the United States Intelligence Board are as follows:

a. The National Intelligence Distinguished Service Medal may be awarded for distinguished meritorious service or achievement to the United States in a duty of great responsibility within the Intelligence Community, the outstanding accomplishment of which distinctly benefits the interests of the United States and constitutes a major contribution to the foreign intelligence mission of the Intelligence Community.

b. The National Intelligence Medal of Merit may be awarded for especially meritorious conduct in the performance of outstanding service to the United States as a member of the Intelligence Community. The National Intelligence Medal of Merit recognizes performance of an extremely difficult duty in a clearly exceptional manner. The service being recognized must relate directly to improving the capability of the Intelligence Community to accomplish its mission to provide the intelligence required for national policies and the national security.

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c. The Intelligence Community Certificate of Distinction may be awarded for sustained superior performance of duty of high value to the Intelligence Community, or for a significant single act of special merit.

### 3. PRESIDENTIAL AWARDS

The foregoing listing of Intelligence Community awards is in addition to the following Presidential Awards for which personnel of the Intelligence Community also may be eligible:

The National Security Medal

The Presidential Medal of Freedom

The President's Award for Distinguished Federal Civilian Service

### 4. RELATION TO DEPARTMENTAL AND AGENCY AWARDS

a. The Intelligence Community medals and awards established in this Directive are intended to enable specific recognition of services of particular benefit to the United States in the execution of the Intelligence Community mission, and do not replace any of the medals and awards for which provision is made in departmental agency regulations.

b. Normally, the same exceptional duty performance which results in the presentation of an Intelligence Community medal or award will not be the basis for a comparable medal or award by the individual organization to which the person receiving the award is assigned on a career basis, but such dual recognition is not precluded.

### 5. HONOR AND MERIT AWARDS BOARD

The United States Intelligence Board will serve as the Honor and Merit Awards Board for consideration of recommendations of the award of Intelligence Community medals. The Executive Secretary of the United States Intelligence Board will maintain records of recommendations, actions taken and presentation of Intelligence Community Awards. The Director of Central Intelligence may, if he so elects, approve award of the Intelligence Community Certificate of Distinction without prior referral to the United States Intelligence Board.

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## 6. PROCEDURES

a. Recommendations for Intelligence Community awards may be initiated at any level in any department or agency of the Intelligence Community.

b. Recommendations initiated in their respective organizations will be forwarded by the Deputy to the DCI for the Intelligence Community, the Deputy to the DCI for National Intelligence Officers or individual members of the United States Intelligence Board to the Executive Secretary of the USIB.

c. No particular format is prescribed, but each recommendation should include the following:

Title of the recommended award

Name, position title, grade and organizational assignment of the nominee

Inclusive dates of the time period to which the proposed award is applicable

A narrative description of the performance or service warranting the award

A proposed unclassified citation

Indication as to whether another award is being recommended within the particular department or agency to which the nominee is assigned for the same performance or service.

The title and signature of the chief of the intelligence organization submitting the recommendation

## 7. PRESENTATION

Presentation of the National Intelligence Distinguished Service Medal and the National Intelligence Medal of Merit will be made by the Director of Central Intelligence, or, if circumstances prevent such, by the Deputy to the DCI for the Intelligence Community. Presentation of the Intelligence Community Certificate of Distinction will be made either by the Deputy to the DCI for the Intelligence Community or the head of the organization to which the person receiving the award is assigned.

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DD/A 75-0878  
75-460  
21 FEB 1975

MEMORANDUM FOR: Deputy to the DCI for the Intelligence  
Community

THROUGH : Deputy Director for Administration *gfb*  
26 FEB 1975

FROM : Director of Personnel

SUBJECT : Proposed Memorandum to the DCI from the  
D/DCI/IC, subj: Honor and Merit Awards  
for Service to the Intelligence Community

1. I am in general agreement with subject proposal and the implementing procedures as outlined. I have no way of estimating the number of award recommendations that will be submitted in a given period. However, in FY 1974, 396 awards were approved under the CIA Honor and Merit Awards Program, representing 249 career awards, 13 posthumous awards and 134 achievement awards. We have found for each award approximately ten man-hours are required to prepare the material for Board consideration, obtain the necessary approvals, notify the awardee and arrange for the presentation ceremony. This information hopefully will assist you in estimating the staff assistance required to support such a program.

2. Based on our experience with the CIA Honor and Merit Awards Program, I suggest you may not need four separate medals, particularly in view of the similarity of criteria cited and the exclusion of awards for valor and recognition on retirement. I would think two medals and a certificate sufficient.

3. We are somewhat concerned that the word "National" used with the title of the medal awards proposed could have the effect of depreciating the viewed value of the present CIA awards, and suggest, therefore, the use of "Intelligence Community" vice "National" for all the awards used -- i.e., the Intelligence Community Distinguished Service Medal.

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

Distribution:

Orig & 1 - Addressee  
1 - ER  
1 - DD/A  
1 - D/Pers  
2 - DD/Pers/SP

DD/Pers/[ ] gec (20 Feb 75)

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DCI/IC-75-0527

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Honor and Merit Awards for Service  
to the Intelligence Community

1. Attached is a draft proposed new DCID on "Recognition of Service to the U.S. Foreign Intelligence Community." (TAB B)

2. If you approve the concept which this draft DCID 1/15 sets forth, it is requested you sign the Memorandum for USIB Principals at TAB A which would forward the draft for comment and coordination.

Samuel V. Wilson  
Lieutenant General, USA  
Deputy to the DCI for the  
Intelligence Community

Attachments: as stated

Distribution:

- 0 - Adsee., w/atts
- 1 - DDCI, w/o atts
- 1 - ER, w/o atts
- 1 - D/DCI/IC, w/atts
- 1 - CS Subject, w/atts
- 1 - CS Chrono, w/atts
- 1 - [redacted] Chrono, w/atts
- 1 - IC Registry, w/atts

DCI/IC/CS, [redacted]

(10 1-15-77)

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MEMORANDUM FOR: USIB Principals

SUBJECT : Proposed DCID 1/18 on Awards for  
Intelligence Community Service

1. Attached for your comments and/or coordination is a draft of a proposed new DCID 1/18, "Recognition of Exceptional Service to the U.S. Intelligence Community."
2. This DCID would establish five separate awards to be made by the Director of Central Intelligence on the recommendation of the USIB for performance of duty which is considered to warrant recognition by the Community rather than by the parent organization of the person for whom the award is proposed.
3. Awards of this nature would be particularly appropriate for outstanding service performed by:
  - a. Members of the Intelligence Community Staff
  - b. Members of the National Intelligence Officer structure
  - c. Chairmen and staff members of USIB Committees
  - d. Intelligence personnel who, in the course of their activities within their individual organization, perform services considered to warrant recognition by the entire Community.
4. You will note that the proposed awards for Community service do not include three types of medals or awards on the grounds that these are adequately covered by existing regulations within the individual departments and agencies:

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- a. Awards for exceptional valor
- b. Length of service awards
- c. Retirement recognition

5. Upon approval of DCID 1/18, the Deputy to the DCI for the Intelligence Community will be charged with seeking the assistance of the U.S. Army Institute of Heraldry in developing the design for the Intelligence Community medals and appropriate ribbon bars and lapel buttons.

6. The Deputy to the DCI for the Intelligence Community also will be responsible for arrangements with the Department of Defense regarding the wearing of ribbon bars for Intelligence Community medals by military personnel on active duty.

7. Your comments and/or coordination on the proposed DCID 1/18 are requested within two weeks.

W. E. Colby  
Chairman

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DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/18

RECOGNITION OF EXCEPTIONAL SERVICE TO THE  
U.S. INTELLIGENCE COMMUNITY

1. Provision for honor and merit awards for exceptional service to the U.S. Intelligence Community is hereby established pursuant to the responsibilities assigned to the Director of Central Intelligence in NSCID No. 1 and to Public Law 83-763 which provides that the heads of departments and agencies may confer honor or monetary awards on those whose superior accomplishments or other personal efforts contribute to the efficiency, economy or other improvements of Government operations or who perform special acts or services in the public interest.

2. INTELLIGENCE COMMUNITY MEDALS AND AWARDS

Intelligence Community honor and merit awards to be conferred by the Director of Central Intelligence upon the recommendation of the United States Intelligence Board are as follows:

a. The Distinguished Intelligence Medal may be awarded for exceptionally meritorious service to the United States in a duty of great responsibility within the Intelligence Community, the outstanding accomplishment of which distinctly benefits the interests of the United States and constitutes a major contribution to the foreign intelligence mission of the Intelligence Community.

b. The Intelligence Medal of Merit may be awarded for especially meritorious conduct in the performance of outstanding service to the United States as a member of the Intelligence Community. The Intelligence Medal of Merit recognizes performance of an extremely difficult duty in a clearly exceptional manner. The service being recognized must relate directly to improving the capability of the Intelligence Community to accomplish its mission to provide the intelligence required for national policies and the national security.

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**CONFIDENTIAL**

c. The Intelligence Meritorious Service Medal may be awarded for outstanding achievement or service to the United States as a member of the Intelligence Community. Although the required achievement or service necessary to warrant award of the Intelligence Meritorious Service Medal is less than that required for the Intelligence Medal of Merit, it must nevertheless be accomplished with distinction above and beyond that required for award of the Intelligence Commendation Medal.

d. The Intelligence Commendation Medal may be awarded for outstanding achievement or meritorious service to the United States as a member of the Intelligence Community which is not considered to warrant the Intelligence Meritorious Service Medal. The award of the Intelligence Commendation Medal will be restricted to the recognition of achievements and services which are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like responsibilities and rank or grade.

e. A Certificate of Distinction may be awarded for sustained superior performance of duty of high value to the Intelligence Community, or for a significant single act of special merit.

### 3. PRESIDENTIAL AWARDS

The foregoing listing of Intelligence Community awards is in addition to the following Presidential Awards for which personnel of the Intelligence Community also may be eligible:

The National Security Medal

The Presidential Medal of Freedom

The President's Award for Distinguished Federal Civilian Service

### 4. RELATION TO DEPARTMENTAL AND AGENCY AWARDS

a. The Intelligence Community medals and awards established in this Directive are intended to enable specific recognition of services of particular benefit to the United States in the execution of the Intelligence Community mission, and do not replace any of the medals and awards for which provision is made in departmental agency regulations.

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b. Normally, the same exceptional duty performance which results in the presentation of an Intelligence Community medal or award will not be the basis for a comparable medal or award by the individual organization to which the person receiving the award is assigned on a career basis, but such dual recognition is not precluded.

5. HONOR AND MERIT AWARDS BOARD

The United States Intelligence Board will serve as the Honor and Merit Awards Board for consideration of recommendations of the award of Intelligence Community medals. The Executive Secretary of the United States Intelligence Board will maintain records of recommendations, actions taken and presentation of Intelligence Community Awards. The Director of Central Intelligence may, if he so elects, approve award of the Intelligence Community Certificate of Distinction without prior referral to the United States Intelligence Board.

6. PROCEDURES

a. Recommendations for Intelligence Community awards may be initiated at any level in any department or agency of the Intelligence Community.

b. Recommendations initiated in their respective organizations will be forwarded by the Deputy to the DCI for the Intelligence Community, the Deputy to the DCI for National Intelligence Officers or individual members of the United States Intelligence Board to the Executive Secretary of the USIB.

c. No particular format is prescribed, but each recommendation should include the following:

Title of the recommended award

Name, position title, grade and organizational assignment of the nominee

Inclusive dates of the time period to which the proposed award is applicable

A narrative description of the performance or service warranting the award

A proposed unclassified citation

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Indication as to whether another award is being recommended within the particular department or agency to which the nominee is assigned for the same performance or service.

The title and signature of the chief of the intelligence organization submitting the recommendation

## 7. PRESENTATION

Presentation of the Distinguished Intelligence Medal and the Intelligence Medal of Merit will be made by the Director of Central Intelligence, or, if circumstances prevent such, by the Deputy to the DCI for the Intelligence Community. Presentation of the Intelligence Meritorious Service Medal, the Intelligence Commendation Medal, and the Certificate of Distinction will be made either by the Deputy to the DCI for the Intelligence Community or the head of the organization to which the person receiving the award is assigned.

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MEMORANDUM FOR: Chief, CS/ICS

Jack: . . .

Please see my attached note to JMC and his  
reply. I have sent copies of this to [ ] and  
[ ] and asked them to submit comments to you.  
Will you combine your comments with their's  
and return to me?

Thank you.

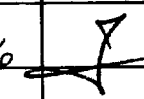
[ ]

Executive Officer, ICS

23 October 1974

(DATE)

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Administration	12/16	
2	7 D 18, Headquarters		
3			
4			
5	Deputy to the DCI for the Intelligence Community		
6	7 E 13, Headquarters		
	<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
	<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
	<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
	<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>
<b>Remarks:</b>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>			<b>DATE</b>
Director of Personnel			6 DEC 1974
<div style="display: flex; justify-content: space-between;"> <span>UNCLASSIFIED</span> <span>CONFIDENTIAL</span> <span>SECRET</span> </div>			

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*Pers. (3)*

DCI/IC-75-0596

3 JUN 1975

Colonel C. R. Spitter, USA  
Director, The Institute of Heraldry  
U.S. Army, Cameron Station  
Alexandria, Virginia 22314

Dear Colonel Spitter:

I request your assistance in the research, design and development of two distinctive medals, associated ribbons, and lapel pins; and the procurement and supply of approximately fifty of each. The proposed medals should be similar in design and construction to those awarded to and worn by military officers of the Department of Defense.

For your planning purposes--the Director of Central Intelligence, as Chairman of the United States Intelligence Board, approved the establishment of an awards program to recognize exceptional service to the U.S. Intelligence Community. The proposed program establishes three awards to be made by the DCI on the recommendation of the USIB for performance of duty which is considered to warrant recognition by the Community rather than by the parent organization of the person for whom the award is proposed.

Two of the proposed honor and merit awards will be Intelligence Community medals, and these are the medals we request your assistance in the design of:

a. The National Intelligence Distinguished Service Medal. This medal may be awarded for distinguished meritorious service or achievement to the United States in a duty of great responsibility within the Intelligence Community, the outstanding accomplishment of which distinctly benefits the interests of the United States and constitutes a major contribution to the foreign intelligence mission of the Intelligence Community. I see this medal as equivalent to the Distinguished Service Medal awarded by the Department of Defense.

b. The National Intelligence Order of Merit.  
This medal may be awarded for especially meritorious conduct in the performance of outstanding service to the United States as a member of the Intelligence Community. The National Intelligence Order of Merit recognizes performance of an extremely difficult duty in a clearly exceptional manner. The service being recognized must relate directly to improving the capability of the Intelligence Community to accomplish its mission to provide the intelligence required for national policies and the national security. I view this medal as equivalent to the Legion of Merit awarded to military officers of the Department of Defense.

I have designated [redacted] USAF, (Ret), and/or [redacted] USAF, of my Intelligence Community Staff to work with you and the Institute in the design and development of these medals. They may be reached on extensions [redacted] respectively.

I appreciate the assistance you and your staff have given and will give in this endeavor.

Sincerely,

/s/ Samuel V. Wilson

Samuel V. Wilson  
Lieutenant General, USA  
Deputy to the DCI for the  
Intelligence Community

Distribution:

0 - Adsee.  
1 - D/DCI/IC  
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DCI/ICS/CS [redacted]  
(28 May 1975)

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## INTELLIGENCE COMMUNITY STAFF SUMMARY

INTERNAL COORDINATION			Action Officer: Title and Signature
Officer	Action	Initials	
	Information		Coordination Staff, ICS
Gen. Wilson	Signature		5/30/75
			Phone Number
			Subject:
			Intelligence Community Awards

### Summary

Please see attached note to General Wilson with background papers approved.

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